NEW HANOVER COUNTY
REQUEST FOR BIDS
RESURFACING CLAY TENNIS COURTS

COUNTY COMMISSIONERS
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CHRIS COUDRIET, COUNTY MANAGER
Section 1 – Advertisement

NEW HANOVER COUNTY
REQUEST FOR BIDS
RESURFACING CLAY TENNIS COURTS

Bids addressed to Lena Butler, Purchasing Supervisor, 230 Government Center Drive, Suite 165, Wilmington, NC 28401 and marked “RFB- RESURFACING CLAY TENNIS COURTS” or emailed to lbutler@nhcgov.com will be accepted until Thursday, January 31, 2019 at 2:00 PM EST.

A Site Visit must be scheduled with Andy Johnson prior to the bid submittal deadline. You may email Andy Johnson at anjohnson@nhcgov.com or call 910-798-7565 to schedule your site visit. Requests for Site Visits must be received no later than Tuesday, January 22, 2019 at 5:00 PM.

New Hanover County reserves the right to accept or reject any or all Bids and to make the Award which will be in the best interest of the County.

Released: Wednesday, January 16, 2019
Section 2 – General Information

2.1 – Schedule

<table>
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<tr>
<th>Date</th>
<th>Action</th>
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<tbody>
<tr>
<td>Wednesday, January 16, 2019</td>
<td>RFB issued.</td>
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<tr>
<td>Tuesday, January 22, 2019</td>
<td>Deadline to request Site Visit</td>
</tr>
<tr>
<td>Friday, January 25, 2019</td>
<td>Deadline for Questions</td>
</tr>
<tr>
<td>Monday, January 28, 2019</td>
<td>Questions will be answered via written addendum.</td>
</tr>
<tr>
<td>Thursday, January 31, 2019</td>
<td>Deadline for receipt bids</td>
</tr>
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</table>

2.2 – Introduction

New Hanover County is seeking bids for resurfacing of five (5) clay tennis courts located at Echo Farms, 4114 Echo Farm Blvd., Wilmington, NC 28412.

2.3 – Insurance Requirements

Bidder shall maintain Commercial General Liability (CGL) and if necessary, Commercial Umbrella Liability (CUL) insurance with a total limit of not less than $1,000,000 each occurrence for bodily injury and property damage. If such CGL insurance contains a general aggregate limit, it shall apply separately to this project/location or the general aggregate shall be twice the required limit. County, its officers, officials, agents, and employees are to be covered as additional insureds under the CGL.

Bidder shall maintain Business or Personal Auto Liability and, if necessary, Commercial Umbrella Liability (CUL) insurance with a limit of not less than $1,000,000 each accident.

Bidder shall maintain Worker’s Compensation as required by the General Statutes of the State of North Carolina and Employer’s Liability Insurance.

The Employer’s Liability, and if necessary, CUL insurance shall not be less than $1,000,000 each accident for bodily injury by accident, $1,000,000 each employee for bodily injury by disease, and $1,000,000 policy limit.

2.4 –Site Visit

Site Visits must be scheduled with Andy Johnson prior to the bid submittal deadline. You may email Andy Johnson at anjohnson@nhcgov.com or call 910-798-7565 to schedule your site visit. Requests for Site Visits must be received no later than Tuesday, January 22, 2019 at 5:00 PM.

2.5– Questions

Questions concerning this solicitation should be directed to the Lena Butler, Purchasing Supervisor at lbutler@nhcgov.com. Questions will be received until Friday, January 25, 2019 at 5:00 PM EST. An addendum summarizing all questions and answers will be posted to the County’s website.
Bidders who have notified the County of their intent to submit a proposal along with the email address will be sent the addendum upon posting.

2.6 – Communication
Other than the contact detailed in Section 2.4-Site Visit, bidders may not have communications, verbal or otherwise, concerning this RFB with any personnel or boards from New Hanover County, other than the person listed in this section which is Lena Butler, Purchasing Supervisor. If any vendor attempts any unauthorized communication, the bid may be rejected.

2.7 – Intent to Submit
All Bidders who intend to submit a proposal on this project should send an email to lbutler@nhcgov.com including pertinent contact information. This will ensure that you receive any addenda issued for this RFB; if applicable.

2.8 - Cost of Preparation of Response
Costs incurred by prospective Bidders in the preparation of the response to this Request for Bids are the responsibility of the Bidder and will not be reimbursed by The County.

2.9 – Bid Submittal Deadline
Bidders are instructed to submit their Bids in a sealed envelope clearly marked “RFB-RESURFACING CLAY TENNIS COURTS” and mail to:

New Hanover County
Attn: Lena Butler, Purchasing Supervisor
230 Government Center Drive, Suite 165
Wilmington, NC 28403

OR

Submit your bid via email to lbutler@nhcgov.com. Be sure to include “RFB- RESURFACING CLAY TENNIS COURTS” in the subject line.

2.10 – Ownership of Documents
All proposals and accompanying documentation will become the property of New Hanover County at the time the proposals are opened and as such will not be returned to the Bidder.

2.11 - Trade Secret Confidentiality
Upon receipt of your proposal by New Hanover County, your proposal is considered a public record except for material which qualifies as "trade secret" under N.C. General Statute 132-1.2. After opening, your proposal will be provided to County staff and others who participate in the evaluation process, and to members of the general public who submit public records requests.
2.12 - Withdrawal of Proposals
Bidders may withdraw or resubmit their bid at any time prior to the closing time for receipt of bids. NO proposal may be withdrawn after the scheduled closing time for receipt of proposals for a period of ninety (90) days.

2.13 - Equal Opportunity
The non-discrimination clause contained in Section 202 (Federal) Executive Order 11246, as amended by Executive Order 11375, relative to Equal Employment Opportunity for all persons without regard to race, color, religion, sex or national origin, and the implementing rules and regulations prescribed by the Secretary of Labor, are incorporated herein.

The Bidder agrees not to discriminate against any employees or applicant for employment because of physical or mental handicap in regard to any position for which the employees or applicant is qualified. The Bidder agrees to take affirmative action to employ, advance in employment and otherwise treat qualified handicapped individuals without discrimination based upon their physical or mental handicap in all employment practices.

Pursuant to GS 143-48, New Hanover County encourages small, minority, physically handicapped, and women firms to submit bids in response to this RFB.

2.14 - Indemnity
The successful Bidder shall indemnify and hold the County, its agents and employees, harmless against any and all claims, demands, causes of action, or other liability, including attorney fees, on account of personal injuries or death or on account of property damages arising out of or relating to the work to be performed by the Successful Bidder hereunder, resulting from the negligence of or the willful act or omission of the Bidder, his agents, employees and subcontractors.

2.15 – E-Verify
Pursuant to Session Law 2013-418, Contractor shall fully comply with the U.S. Department of Homeland Security employee legal status E-Verify requirements for itself and all its subcontractors. County requires an affidavit attesting to Contractor’s compliance. Violation of the provision, unless timely cured, shall constitute a breach of contract.

2.16 - Addendum
The RFB package constitutes the entire set of instructions to the bidder. The County shall not be responsible for any other instructions, verbal or written, made by anyone. Any changes to the specifications will be in the form of an Addendum which will be sent to all known Bidders who notified the Purchasing Supervisor of their intent to submit a proposal and posted on the County’s website.

You may visit our website at http://www.nhcgov.com/Finance/Pages/CurrentBids.aspx to check for the issuance of any addenda before submitting your proposal.
2.17 - Compliance with Bid Requirements
Failure to comply with these provisions or any other provisions of the General Statutes of North Carolina will result in rejection of bid.

2.18 – Federal Uniform Guidance
If the source of funds for this contract is federal funds, the following federal provisions apply pursuant to 2 C.F.R. § 200.326 and 2 C.F.R. Part 200, Appendix II (as applicable): Equal Employment Opportunity (41 C.F.R. Part 60); Davis-Bacon Act (40 U.S.C. 3141-3148); Copeland “Anti-Kickback” Act (40 U.S.C. 3145); Contract Work Hours and Safety Standards Act (40 U.S.C. 3701-3708); Clean Air Act (42 U.S.C. 7401-7671q.) and the Federal Water Pollution Control Act (33 U.S.C. 1251-1387); Debarment and Suspension (Executive Orders 12549 and 12689); Byrd Anti-Lobbying Amendment (31 U.S.C. 1352); Procurement of Recovered Materials (2 C.F.R. § 200.322); and Record Retention Requirements (2CFR § 200.324).

2.19 – Award
Award “shall be made to the lowest responsive responsible bidder taking into consideration quality, performance, and the time specified in the bid for the performance of the contract.”

The County may also consider other factors such as past performance, financial stability, and availability of equipment in the consideration of award.

2.20 - Execution of Agreement
The successful Bidder will be required to enter into a formal agreement that is consistent with the bid requirements outlined within. The successful Bidder to whom the Contract is awarded by the County shall within 15 days after notice of award and receipt of Agreement from the County, sign and deliver to the County all required copies of said Agreement.

2.21 – Divestment from Companies that Boycott Israel
The vendor or contractor certifies that it has not been designated by the North Carolina State Treasurer as a company engaged in the boycott of Israel pursuant to NCGS 147-86.81. It is the responsibility of each vendor or contractor to monitor compliance with this restriction. Contract valued at less than $1,000 are exempt from this restriction.

2.22 - Right to Reject Bids
New Hanover County reserves the right to accept or reject any or all bids and to make the award which will be most advantageous to the County.
Section 3– Scope of Work

New Hanover County is seeking proposals for the resurfacing of five (5) clay tennis courts measuring 120 ft. x 265 ft., located at Echo Farms, 4114 Echo Farms Boulevard, Wilmington, North Carolina, 28412. Project is expected to begin in March 2019.

Bids should include all necessary supplies, labor, materials, equipment, etc. to perform the scope of work to include the following:

• Clean and scrape all five (5) clay tennis courts of all dirt, debris, foreign matter and dead clay materials. Dead clay material can be stored onsite. Location to be discussed before contract is awarded.
• Remove existing line tapes on all five (5) clay tennis courts and dispose of
• Scarify all five (5) clay tennis courts as necessary
• Laser grade all five (5) clay tennis courts to determine amount of clay needed for a one-inch lift and to ensure positive drainage. Drainage flow direction will be discussed before contract is awarded.
• Top-dress all five (5) clay tennis courts with Har Tru clay material and laser grade again. Target goal is to achieve a one-inch lift on all courts.
• Roll and brush all five (5) clay tennis courts
• Provide and install new Herringbone line tapes using 2 ½ inch aluminum nails for all five (5) clay tennis courts
• Refurbish and paint all net posts with Black enamel paint (Rustoleum or equal product)
• Rehang all tennis nets per USTA standards
• Clean up entire area and dispose of all debris
Tennis Courts
NEW HANOVER COUNTY
RESURFACING CLAY TENNIS COURTS
Price Sheet/Bid Form

Deadline for Receipt of Bids: Thursday, January 31, 2019 at 2:00 PM EST

I certify that this bid is made without prior understanding, agreement or connection with any corporation firm, or person submitting a bid for the same services and is in all respects fair and without collusion or fraud. I understand collusive bidding is a violation of state and federal law and can result in fines, prison sentences, and civil damage awards. I agree to abide by all conditions of this bid and certify that I am authorized to sign this bid for the bidder.

DATE: _____________________  BIDDER: __________________________________________

OFFICE PHONE: ________________  CELL PHONE: ________________________________

ADDRESS: ___________________________________________________________________

EMAIL ADDRESS: __________________________________________________________________

The undersigned, having visited the Site as described in the Request to Bid and having familiarized himself/herself with local conditions affecting the Cost of the Work and with all requirements of the Work and all Addenda to said documents hereby proposes to furnish all services, labor, materials and equipment necessary to complete the work.

ADDENDUM #___________________  DATED: _______________________

ADDENDUM #___________________  DATED: _______________________

Lump Sum Bid:

$___________________________

_____________________________________________________________________________ Dollars

____________________________________
Printed Name

____________________________________  ___________________________
Signature                                  Title

____________________________________
State of Incorporation